

# Microsoft 365 Student: Account Authentication

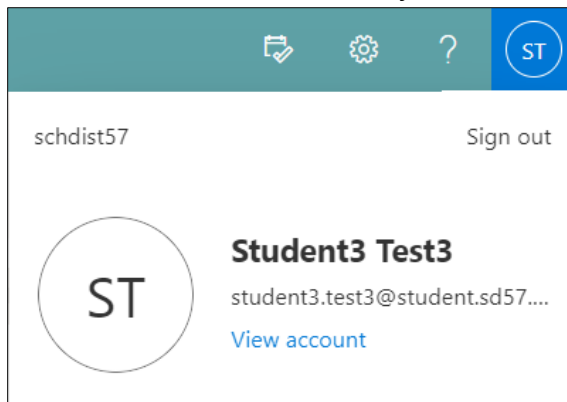
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Note: If you do not want to authenticate when Office 365 prompts you to, click **cancel** and you can come back to it later. You will still be able to use your account in the meantime.

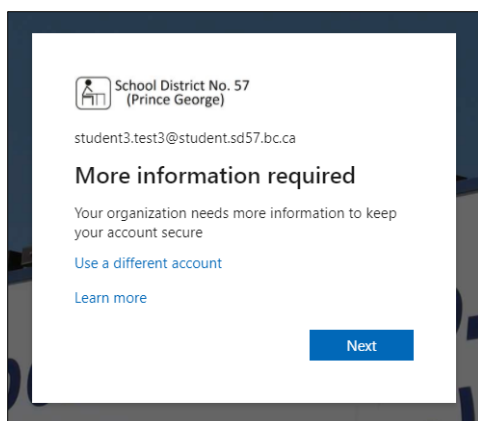


## Office 365: Authentication

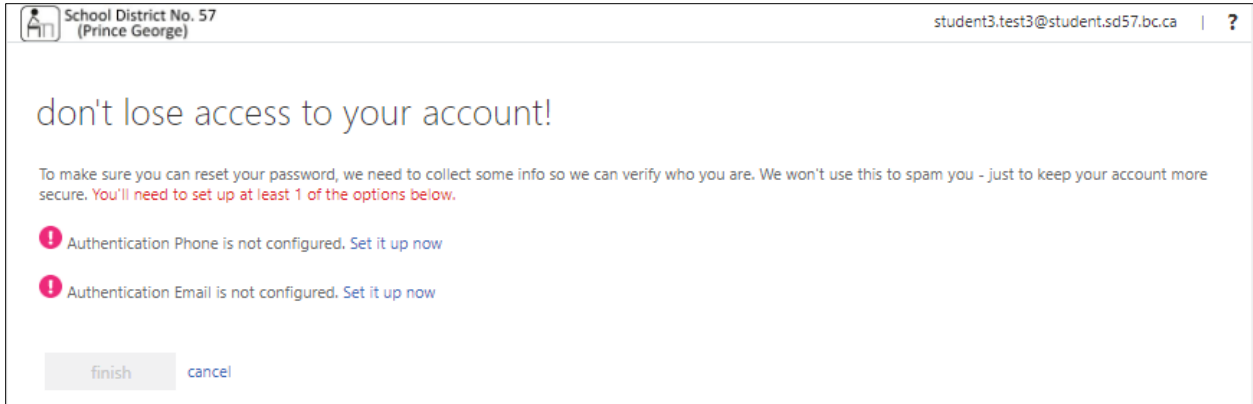
1. Sign in to Office 365. If you are prompted to authenticate here, skip to step 4.
2. Click on the icon with your initials (top right corner).



3. Click **View account**.
4. A screen with 'More information required' will appear. Click **Next**.




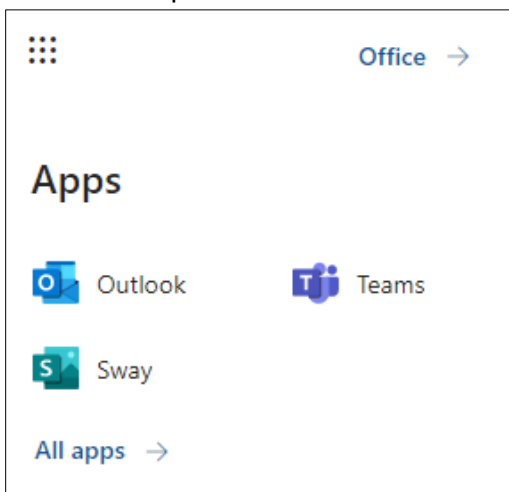
5. Click **re-enter my password**.
6. Type your password and click **Sign in**.
7. Click **Set it up now** beside either Authentication Phone or Authentication Email. You can choose which format and you only need to do one.



8. If you choose Authentication Phone: select **Canada (+1)** on the dropdown menu and type your phone number. Click either **text me** or **call me**, whichever you prefer. The text code will only last a short time so have your phone beside you as you do this step.
9. If you choose Authentication Email: enter your personal email address and click **email me**. The email code will only last a short time so make sure you can access your personal email quickly to retrieve it.

Note: Elementary students setting up their accounts in class may be directed to use their school activation Gmail addresses, if instructed by their teacher.

10. Enter the code sent to you in the box and click **verify**.
11. Click **finish**.
12. To get back to your homepage from the My Account page, click the waffle icon on the top left (  ) and click **Office ->**



For more step-by-step guides for Office 365, please go to:  
<https://www.sd57curriculumhub.com/office-365>